

# Riley Anderson

## Finance College Graduate

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Entry-level accountant with internship, audit, and bookkeeping experience. Proficient in QuickBooks, Excel, and GAAP fundamentals.

### Key Skills

- QuickBooks & Excel
- Bank reconciliation
- Audit support

### Professional Experience

AUDIT INTERN | KPMG , CITY, ST  
JUNE 2022 – AUGUST 2022

- Assisted with balance-sheet audits for 4 clients, identifying \$50K in reconciliation discrepancies.
- Prepared workpapers and documented internal-control tests.

BOOKKEEPING ASSISTANT | FAMILY BUSINESS, CITY, ST  
SEPTEMBER 2021 – MAY 2021

- Managed monthly invoices and vendor payments, ensuring 100% on-time billing.
- Reconciled bank statements, uncovering and correcting a \$1.5K variance.

### Education

Bachelor of Science in Accounting | State University  
City, ST | May 2022